

## **JOB OPPORTUNITY**

---

Posting Date

### **MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
for  
**Field Coordinator**  
**(Housing Court Department)**

**All Applications must be received by:**

#### **POSITION SUMMARY:**

Working as part of the Administrative Office of the Housing Court, this position is responsible for assisting the Divisions of the Housing Court in training and implementation of court case management systems, gathering and analysis of statistical data, conducting research, providing technical assistance, improving court procedures, providing assistance in the areas of budget preparation, personnel, resource assessment and allocation, facilitating communication between the Administrative Office, the Divisions within the Department, and the Trial Court, and for performing other aspects of court administration.

#### **MAJOR DUTIES:**

Assists in the training and implementation of case management systems.

Maintains on-going liaison on administrative matters with justices, clerk-magistrates, chief housing specialists and other court personnel.

Assists in the coordination of quality and timeliness of civil and criminal case management systems.

Assists in the coordination of compliance with new statutory and administrative requirements.

Assists in performing studies of local court practices.

Assists in the implementation of new practices and procedures.

Gathers statistical and other management information.

Catalogs and facilitates the transfer of effective management techniques for use in individual courts.

Assists in identifying management problems and develops practical solutions.

Facilitates communications and information transmittal between the Administrative Office, the Divisions within the Department and the Trial Court.

Performs related duties as required.

### **POSITION REQUIREMENTS:**

Minimum requirement of a B.A. or B.S. or an equivalent combination of education and experience demonstrating an understanding of management principles and knowledge of the Massachusetts court system.

Knowledge of automation technology and related software.

Knowledge of organizational research and statistical techniques.

Knowledge of systems analysis and the application of modern business techniques in the court.

Knowledge of the Massachusetts Judicial System and applicable laws, rules and procedures relating to the Housing Court Department is preferred.

Ability to communicate effectively orally and to write quickly, concisely and effectively.

Good interpersonal skills, including the ability to work professionally with justices, other high-level personnel, and other individuals at all levels of the court system and ability to maintain effective working relationships.

Ability to analyze problems and develop practical solutions; to work independently, establish reasonable and practical parameters to the scope of assignments and take appropriate initiatives in order to produce complete work.

Ability and willingness to travel as needed.

### **SUPERVISION:**

Receives direction from and works closely with the Chief Justice, Court Administrator and Director of Court Operations who issue assignments and evaluate work for professional competence and ability to accomplish objectives. Performs duties requiring

considerable judgment, analysis, discretion and initiative in order to make decisions, obtain information and solve problems.

**SALARY:    Management (MGT) \$57,193.89 - \$85,987.75**

Send resume **and** completed Massachusetts Trial Court **Application for Employment** to:

Paul J. Burke, Director of Court Operations  
Administrative Office of the Housing Court Department  
Edward W. Brooke Courthouse  
24 New Chardon Street, 6<sup>th</sup> Floor  
Boston, MA 02114-4703

(617)788-6535

ATTN: Field Coordinator Position

The Massachusetts Trial Court **Applications for Employment** may be obtained at any courthouse or downloaded: [www.mass.gov/courts/jobs](http://www.mass.gov/courts/jobs).

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**